



***Commonwealth Neurotrauma Initiative (CNI) Trust Fund Advisory Board***

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***Meeting Minutes \* March 9, 2012***

**Members Present**

Doug Harris, J.D.	Department of Health (Commissioner's Designee), Richmond
Terry Glenn	Department of Corrections, Richmond
*Page Melton	Family Member/Caregiver, Richmond
Teresa Poole	NeuroRestorative Virginia, Blacksburg
David Reid, Psy.D., Chair	Augusta Psychological Associates, Waynesboro
Jim Rothrock ( <i>Ex-officio</i> )	Department of Rehabilitative Services, Richmond

*\*Ms. Melton participated via teleconference due to her new residence being out of state.*

**Members Absent**

Gregory Helm, M.D., Ph.D. University of Virginia Medical Center, Charlottesville

**Staff**

Kristie Chamberlain	Department of Rehabilitative Services, CNI Program Staff
Patti Goodall	Department of Rehabilitative Services, CNI Program Staff

**Guests**

Brent Brown	Brain Injury Services of Southwest Virginia Board of Trustees
Frank Hayes	Brain Injury Services of Southwest Virginia

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The Commonwealth Neurotrauma Initiative (CNI) Trust Fund Advisory Board met for a regular quarterly business meeting at the Central Office of the Department of Rehabilitative Services at 8004 Franklin Farms Road, Richmond, VA. Dr. David Reid convened the meeting at 10:04 a.m. Dr. Reid informed board members and guests that Page Melton would be participating in the meeting via teleconference from St. Louis.

**Public Comment Period**

A public comment period was held; no public comment was offered.

**Approval of December 9, 2011 Meeting Minutes**

**Terry made a motion to approve the meeting minutes from the December 9, 2011 meeting; Doug Harris seconded the motion. The motion passed unanimously.**

**Approval of March 9, 2012 Agenda**

**Doug Harris made a motion to approve the agenda. Terry Glenn seconded. The motion passed unanimously.**

**Updates from the Department of Rehabilitative Services (DRS):**

- The General Assembly will finish on the 10<sup>th</sup> but will come back because they cannot agree on the budget. This could be problematic because this budget year is a biennium budget so there is nothing to work off of as of July 1, 2012.
- The agency will receive six million dollars for vocational rehabilitation so that it will have cash for “cash match” for federal funds. The agency has 4,000 individuals on the wait list and has taken 1,000 off of the wait list already. The agency hopes to open another category as summer comes to allow DRS to take on more clients.
- As the Board has heard, the Secretary of Health and Human Resources, William A. Hazel, Jr., MD, sent communication confirming that a new agency would be created due to the work of Governor McDonnell’s Commission on Government Reform and Restructuring which was established by Executive Order (EO) No. 2 (2010). As a result of EO 2 Objective: “Identify opportunities for creating efficiencies in state government, including streamlining, consolidating, or eliminating redundant and unnecessary agency services, governing bodies, regulations and programs”, the new agency would involve the functions of: Virginia Department of Rehabilitative Services (DRS); Virginia Department for the Aging (VDA); Virginia Department for the Deaf and Hard of Hearing (VDDHH); and Units within the Virginia Department of Social Services (VDSS) that offer community based services to adults (Adult Services and Adult Protective Services). The name of the agency is still being considered.
- Two of the CNI governor appointed Board members will be finishing their terms on June 30, 2012. The opening governor appointed positions: (1) “one person licensed to practice medicine in Virginia experienced with brain or spinal cord injury” and (2) “one Virginian with traumatic brain injury or a caretaker thereof”. The Commissioner informed the Board that DRS is required to provide names to the Governor as possibilities for the positions so DRS will be working on that in the coming months.
- As part of a conversation around the Governor eliminating boards and councils, the Commissioner brought up again the possibility of the Commonwealth Neurotrauma Initiative (CNI) Trust Fund Advisory Board changing from Governor appointed to Commissioner appointed.

**Grantee Presentation: “The Development and Current Implementation of the Community Living Connection (CLiC) Program”, Frank Hayes, Brain Injury Services of Southwest Virginia and Brent Brown, Brain Injury Services of Southwest Virginia (Board of Trustees member)**

Brent Brown and Frank Hayes gave a very thorough presentation on the development of the Community Living Connection (CLiC) Program which Brain Injury Services of Southwest Virginia is using as a vehicle to assist survivors of brain injury to achieve their independent living and socialization goals in a cost effective manner. The program currently has thirty survivors in three small groups each consisting of 8-11 participants. They also focused on how the Community Support Specialists have assisted in mentoring and facilitating the program.

The program is funded through private grants and donations, with the facilitation of the BISSWVA Community Support Specialists. The Community Support Specialists positions are

currently funded through a CNI Grant which finishes June 30, 2012. Mr. Hayes commented that they are looking for help to continue the program, but did not indicate the amount of funding that would be required to keep it going beyond June 30, 2012. The Board thanked Mr. Hayes & Mr. Brown for their very informative presentation. Discussion ensued after the presenters left on the excellent opportunities the Community Living Connection (CLiC) program is offering in southwest Virginia while reviewing the intention of the CNI Trust Fund is not for ongoing funding.

### **Financial Report: Kristie Chamberlain**

Kristie Chamberlain, staff to the CNI Trust Fund Advisory Board, provided a review of the current financial status of the Fund. Since its inception in 1998 through February 29, 2012 total revenue into the Fund has been \$16,936,241.99. The Trust Fund has awarded \$17,781,962.94 in grant awards (\$789,803 of which is administrative services) since July 2003. The Fund currently has an obligated balance of \$(845,720.95). Obligated funds = revenue minus grant awards made to date. Due to the decline in revenue in the last two years, the fund has awarded more grant awards than revenue available at this time. Staff reviewed monthly expenditures of grantees during State Fiscal Year (SFY) 2012 for December, January and February versus monthly revenue into the Fund for the same period as well as compared revenue for State Fiscal Year 2012 to State Fiscal Year 2011.

Staff and the Board reviewed carryover requests from grantees from unexpended balances at the close of year two (June 30, 2011) to be used at the close of year three (June 30, 2012). If requests are approved, carryover will not be available for expenditures until FY'13 (July 1, 2012) through a no-cost extension (NCE). Staff and the Board reviewed each pending carryover request. Commissioner Jim Rothrock abstained from voting on all of the requests.

CNI Grant #10-174/Crossroads to Brain Injury Recovery: Teresa Poole made a motion to consider the request to approve a six month no-cost extension (July 1, 2012-December 31, 2012) and use of approximately \$13,000 which will be unused at the close of year three due to the project coordinator resigning two weeks ago which will cause the executive director to finish grant activities as time permits for a total of approximately \$26,776.54 (original \$13,776.54 approved in September 2011) during a no-cost extension. Discussion ensued. Terry Glenn seconded. The motion passed.

CNI Grant #10-178/Virginia Assistive Technology System: Doug Harris made a motion to consider the pending request to use \$38,493 during a twelve month (July 1, 2012-June 30, 2013) no-cost extension at the close of year three: \$18,000 towards a new HUBSCRUB offered at a discounted rate and \$20,000 in operational fees. VATS was already approved \$15,000 in carryover in the fall of 2011 so the total available would be \$53,493. Discussion ensued. Doug Harris then amended his motion for consideration for only the \$20,000 in direct operational costs during a twelve month no-cost extension (July 1, 2012-June 30, 2013) for a total available of \$35,000 (the originally approved \$15,000 as well as the \$20,000) during a no-cost extension. Terry Glenn seconded. The motion passed.

CNI Grant #10-168/Virginia Commonwealth University: PI-Kreutzer: Terry Glenn made a motion to consider the request for \$18,993.34 for presentation and dissemination of findings at three major conferences (inclusion of a 2% effort). Discussion ensued. The motion was defeated. The grantee will not be awarded carryover.

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CNI Grant #10-175/University of Virginia: PI-Ritterband: Doug Harris made a motion to consider the request for carryover in the amount of \$77,732.62 to use during an extension of the original grant timeline for continuation of the study and completion of the trial through a twelve month no-cost extension. Discussion ensued. Terry Glenn seconded. The motion passed.

CNI Grant #10-176/Virginia Commonwealth University: PI-Getzel: Terry Glenn made a motion to consider the \$5,626.95 to be used during a twelve month no-cost extension to support the hiring of a part-time student veteran for support to the VETS in College program. Discussion ensued. Teresa Poole seconded the motion. The motion passed.

CNI Grant #10-177/Virginia Commonwealth University: PI-Yoder: Doug Harris made a motion to consider the request for \$67,727 to be used during a twelve month no-cost extension to work with the Virginia Wounded Warrior Program to continue developing and providing internal and in-service capability through online training and opportunities for in-depth clinical training. Discussed ensued. Doug Harris seconded. The motion passed.

Staff reminded the Board that the community-based grantees currently finishing their third year of funding will finish year three on June 30, 2012. At that time, the Fund will have several grantees operating on no cost extensions due to aforementioned carryover approvals. Staff also shared with the Board that grantees will likely request to use any unexpended grant funds from year three during their no-cost extensions which if approved will increase their monthly expenditures during their no-cost extensions and this is something the Board must monitor with a decrease in monthly revenue available and a negative cash balance. The Board indicated they will review all further requests for unexpended funds at the close of year three on a case by case basis and at this time they are not prepared to make a decision on if it will or will not be allowed until each case presents itself.

### **SERL: Survey, Evaluation and Research Lab Proposal**

Patti Goodall reviewed with the Board members the prior discussions for the CNI Trust Fund to provide funding through the Commissioner's authority for a one-year contract with VCU's Survey Evaluation & Research Laboratory (SERL). SERL provided a detailed proposal with a budget (approximately \$124,992) for services to conduct a statewide brain injury needs & resources assessment as part of the required cash match to the Virginia Department of Rehabilitative Services Federal Traumatic Brain Injury (TBI) grant. The proposal was reviewed. A cash match is required for Virginia to be eligible to pull down the TBI federal funding. The SERL contract would begin April 1, 2012, the fourth (and last year) of Virginia's Federal Grant. Discussion ensued. The Commissioner stated he did not feel comfortable awarding this cash match through the CNI Trust Fund when the fund does not have available cash at this time. He indicated he would look at other cost code supportive options for the required cash match.

### **Election of the Board Chair**

Discussion was held around the need of re-election or election of a CNI Trust Fund board chair. The Commissioner offered the idea of developing a small committee of CNI Board members to determine who would best serve as board chair. Discussion ensued. Terry Glenn made a motion to re-elect Dr. Reid for another term as Board Chair. Discussion ensued. Dr. Reid accepted the nomination. Page Melton seconded the motion. The motion passed unanimously. Dr. Reid will

serve as Board Chair effective for a term of two years or when his term as a governor appointee finishes whichever comes first.

**Future Meeting Dates**

Staff reviewed the future quarterly meeting dates with the Board members.

- Friday, June 8, 2012
- Friday, September 7, 2012
- Friday, December 7, 2012

**Dr. Reid adjourned the meeting at 1:18 p.m.**